Tudor Grange Primary Academy

St James

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Admission Policy for 2028/2029

Introduction

1. This Admission Policy is part of the admission arrangements for Tudor Grange Primary Academy St James (**Academy**), a primary academy which is part of Tudor Grange Academies Trust (**Trust**), a multi academy trust.

2. The Academy is a co-educational, non-selective, publicly funded Church of England school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.

3. Underpinning all that we are and all that we do are the twin principles that all people are made in the image of God, and that Jesus came that we all might have fullness of life. The Academy aims therefore to create an inclusive, happy and safe environment where children are given the opportunity to flourish and make a valuable contribution to the Academy and the wider community. We welcome children of all faiths and none, and respect and value diversity of belief and practice within a distinctively Christian ethos.

4. The Academy admits children into Reception Year who usually remain on the roll until Year 6. The Academy also offers nursery provision, which has its own Nursery Entry Arrangements published on the Academy's website.

5. Parents should note that attendance at the Academy's Nursery will not result in automatic transfer to Reception Year at the Academy. A separate application for admission must be made by parents which will be processed with all other applications for Reception Year.

6. The 'admission authority' for the Academy is the Trust, via its Board of Trustees, who delegate their admission functions to an Admission Committee. These functions are carried out in compliance with the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2022 (**Appeals Code**), along with other relevant law relating to equality, human rights and special educational needs. The Board of Trustees delegates some of its admission tasks to an Admission Committee.

7. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

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Children with an Education, Health and Care plan (EHCP)

8. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.

9. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.

10. Where the Academy is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

Age at Admission and Compulsory School Age

11. All children are entitled to a full-time place at school in the September following their fourth birthday. However, they do not reach compulsory school age (the age at which they are legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:

    11.1. Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.

    11.2. Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.

    11.3. Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

Deferred Entry, Delayed Entry and Part-Time Attendance

12. Parents have a right to decide that their child will not start school until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.

13. However, entry cannot be deferred beyond the end of the second term of the school year. The parents of summer born children can defer entry for one or two terms (and retain their place), however if they decide that their child will not start school until the following school year in September (known as 'delaying' entry), the place offered and accepted will be lost, and the parents will have to make a new application for admission the following year.

14. Parents also have a right to decide that their child will attend school part-time until they reach compulsory school age. Unlike with deferred entry, this may be for the whole school year (in the case of summer born children), and it can also be combined with the right to defer entry. For example:

    14.1. Children born on or before 1 September to 31 December can defer entry until the first day of school in January, or attend part-time until then.

14.2. Children born on or before 1 January to 31 March can defer entry until the first day of school in January or April, or attend part-time until either of those dates, or a combination of the two can be arranged (e.g. defer until January, then attend part-time until April).

14.3. Summer born children born on or before 1 April to 31 August can either:

a) Defer entry until the first day of school in January or April, or attend part-time until either of those dates or for the whole school year, or a combination of the two can be arranged (e.g. defer until January or April, then attend part-time until April or the end of the school year); or

b) Delay entry until September the following year, when the place offered and accepted will be lost and a new application for admission must be made the following year. This would normally be for admission to Year 1 with the child's normal age group, unless a Request for Admission Outside Normal Age Group is made and agreed in principle for entry to Reception Year instead (see further below).

15. In all cases, parents are asked to let the Academy know their decisions as soon as possible, to assist with operational planning.

Statutory Maximum Infant Class Size

16. The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

17. Some categories of children may still be admitted over the statutory maximum. These categories are set out in regulations and summarised in the relevant section of the Admissions Code. Where this happens, the additional pupils are deemed to be 'excepted pupils' who do not count towards the class size until it falls back to 30.

Published Admission Number (PAN) for Reception Year

18. The PAN for Reception Year is **30**.

Oversubscription Criteria for Reception Year to Year 6

19. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

19.1. **Looked after and previously looked after children**

A 'looked after child' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence,

such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for evidence to be provided with the application.

19.2. **Children with an exceptional medical and/or social need to attend Tudor Grange Primary Academy St James**

The child must have an exceptional medical and/or social need that means that only Tudor Grange Primary Academy St James is suitable for them to attend, and no other local school would be suitable.

A completed Exceptional Medical and/or Social Need Form (published on the Academy's website or available from the Academy's main office) must be submitted with the application for admission for inclusion in this category to be considered. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP, hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing, dating and stamping, before it is submitted with the application.

The criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical or behavioural condition, or special educational or other needs, will not be sufficient. There must be compelling evidence that only Tudor Grange Primary Academy St James is suitable for the child to attend and no other local school is suitable, which is caused by the need.

The decision as to whether the applicant child will meet the criteria for inclusion in this category will be made by the Academy's Admission Committee.

19.3. **Children with a sibling at Tudor Grange Primary Academy St James**

The sibling must be on the roll at Tudor Grange Primary Academy St James at the time of application, and will still be on the roll at the time of the applicant child's admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

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19.4. **All other children**

All applicant children not included in any of the categories above will be included in this category.

Tie Breaker

20. Where there are more applicants than places in any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the Academy, with those living closer having higher priority.

21. Distance will be measured on the Academy's behalf by Solihull Metropolitan Borough Council in a straight line from the child's normal home address to the main pedestrian gate for the Academy. They have dedicated software for this purpose which uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). These grid references provide a single unique point for the child's home address and the Academy.

22. Parents may check the distance between the child's home address and the Academy's main pedestrian gate using Solihull Metropolitan Borough Council's online mapping tool using the following link:

    Online Maps (arcgis.com)

    Parents should insert the child's home address and then click on 'Nearest Primary and Junior Schools' which will result in all schools within the chosen radius being listed with their respective distance from the child's home address.

23. Where the distance between two or more applicant children is equal, random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the Academy.

24. Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place regardless of pupil numbers. Where this happens in Reception Year to Year 2, these children are deemed to be 'excepted pupils' for the purpose of the statutory maximum infant class size, which means they do not count towards the total until the class size falls back to the maximum.

Child's Home Address

25. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.

26. Where parents have equal and unrestricted parental responsibility for a child following the breakdown of their relationship, the child's home address for the purposes of this policy will be the address at which the child spends the majority of their time during term time. Where a child lives at two addresses for equal amounts of time (i.e. a 50/50 arrangement), parents must agree between themselves which address is to be used for the purposes of the application and notify the Academy accordingly. Where parents are unable to agree, they are encouraged to seek independent legal advice and, where necessary, to obtain a Child Arrangements Order from the court clarifying the child's primary place of residence. Where a court order, a copy of the order should be provided to the Academy as soon as possible so that the application can be processed accordingly.

27. Where no court order exists and parents are unable to agree, parents will be asked to provide supporting documentary evidence to assist the Academy in making a determination. Such evidence may include, but is not limited to, registration with a GP or dentist, Child Benefit records, or entry on the electoral roll. The Academy will consider the evidence provided and make a determination as to which address to use for the purposes of the application. The Academy's decision will be final for the purposes of the admissions process.

28. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.

29. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address may be requested. If the child/sibling moves address during the course of the application process, Solihull Metropolitan Borough Council, and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.

30. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Application Process in the 'Normal Admission Round' (Reception Year)

31. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.

32. The 'normal admission round' for applications for admission to Reception Year in September covers all applications made by the statutory deadline for applications (**15 January 2028**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**16 April 2028**).

33. Applications in the 'normal admission round' for Reception Year must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants resident in Solihull Metropolitan Borough Council, the webpage can be accessed by clicking here:

    Starting primary or secondary school | solihull.gov.uk

34. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.

35. A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Application Process for In-Year Admission

36. An 'in-year application' is one made for Reception Year on or after the first day of term in September, or for any other year group at any time.

37. The PAN set for Reception Year applies throughout the year of admission, but ceases to apply after that. This means that in-year applications made for Reception Year may be refused on the basis that there are no places available within the PAN.

38. In respect of other year groups, a place will be offered unless admitting an additional child/applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the Academy.

39. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

40. The Academy has opted into Solihull Metropolitan Borough Council's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to Solihull Metropolitan Borough Council, by completing their In-Year Admission Application Form which is available by clicking here:

    Moving schools during the school year | solihull.gov.uk

41. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.

42. The outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt.

Requests for Admission Outside Normal Age Group

43. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request must be considered by the Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

44. These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.

45. The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

46. Parents must complete a Request for Admission Outside Normal Age Group Form (which

is available by clicking is published on the Academy's website or is available in hard copy format from the Academy's main office and then submitted either to by email to **office@stjames.tgacademy.org.uk** or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

47. The Admission Committee will notify parents of the outcome of their request in writing, and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made.

48. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome if they wish.

Statutory Right of Appeal

49. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

50. The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2028.

Waiting List

51. The Academy has a waiting list for each year group, which continues to run throughout each school year and into the next. In order to remain on the waiting list, parents must confirm by the end of each term that they are still seeking a place at the Academy for their child.

52. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names are added.

53. When a place becomes available, the tie breaker set out above (i.e. distance then random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.

54. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

Review and Determination of Admission Arrangements

55. The admission arrangements for an Academy must be determined every year by the Board of Trustees. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January, ahead of determination on or before 28 February.

56. The admission arrangements for the 2028 intake were determined on dd MMM 2027.

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